

Lieutenant Exam Letter of Intent
October 2021

You must use only this form any alterations/ modifications to this form will not be accepted.

Please email Letter of Intent to: Civilservicecommission@fortbendcountytexas.gov

Exam Date: October 7, 2021 DEADLINE: September 30, 2021 (12Noon)

APPLICANT: _____
LAST NAME/ FIRST NAME CELL PHONE EMAIL

TCOLE PID #: _____ Division: _____

Date of Hire without a break in service: _____

Minimum Job Requirements: A Bachelor's Degree or High School Diploma/ GED and Advanced TCOLE Certification, 5 years' experience in law enforcement with 2 years supervisory experience. You are not required to have the Enforcement Flying Armed Certification.

You may only earn TCOLE or College points, NOT BOTH.

TCOLE Proficiency Certificate:

Advanced/ H.S. or GED Master COLLEGE:
 Bachelors Masters Ph.D

By my signature below, I hereby certify that in accordance with The Fort Bend County Sheriff's Office Civil Service Rules and Regulations and the Sheriff's Office Minimum Job Requirements, I meet the requirements for the rank of **Lieutenant**. **I confirm that I am not currently on placement/ disciplinary probation five working days prior to the date on which the examination is administered.** I understand that the SO HR department will confirm my eligibility to participate in the CSC promotional process. I also certify that all information provided on this form is correct and I understand that failure to follow instructions may result in a rejection of the application. Upon receipt of your application, you will receive an email from the Civil Service Coordinator verifying receipt of your letter of intent. **If you decide to withdraw your letter you must do so five (5) days prior to the deadline date September 30, 2021.**

Signature Date

If you are requesting an exception to participate in the promotional process, you must submit your request to the CSC 30 days prior to the exam for reviewed by the CSC. Your request must be heard at an agenda meeting, there will be no exceptions.

Lieutenant Exam Announcement October 2021

The Lieutenant Written Exam is scheduled for October 7, 2021, location Gus George Academy, classroom # 3, doors open at 8:30 am and will be closed for testing at 9 am, no late entry will be accepted. Please find the below recommended study materials as chosen by the Sheriff's Office. If you intend to participate in the promotional process it is recommended that you start your preparation as soon as possible.

- 1. Effective Police Supervision, 9th Edition**, by Larry S. Miller, Harry W. Moore and Michael C. Braswell: ISBN-10: 0367207656 / ISBN-13: 978-0367207656
Available on Amazon and other vendors (****Chapter 15-16 excluded****)

- 2. Texas Criminal and Traffic Law Manual most recent edition 2019-2021-**
See below list of codes

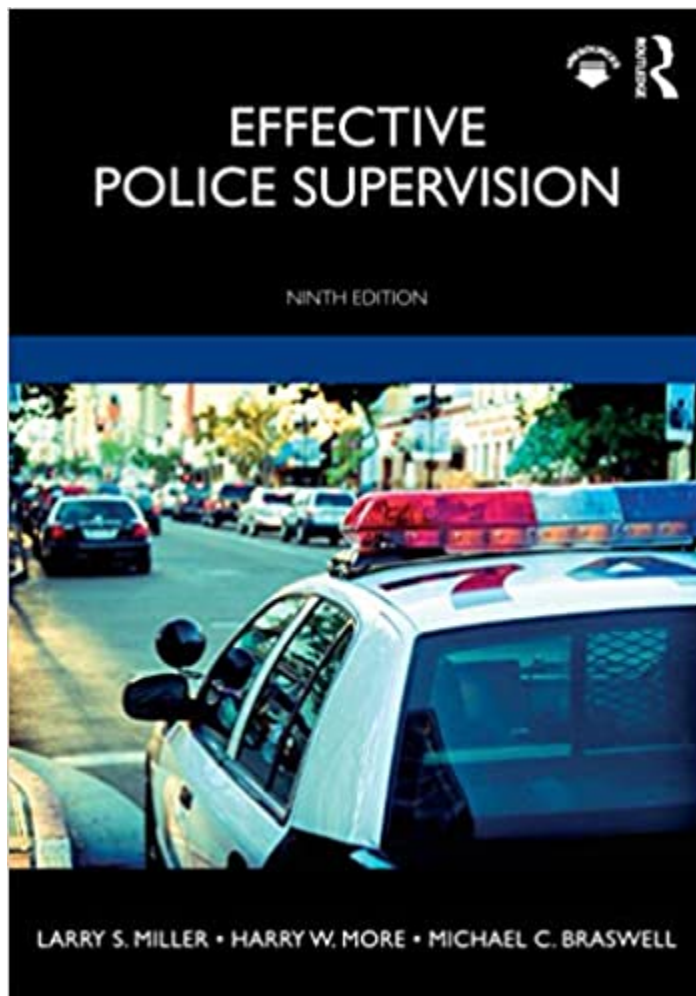
- 3. Jail Procedures see below**

- 4. The FBCSO General Orders - most recent edition 10-1-2020.**

There will be no exam brief due to Covid however; you may visit the Fort Bend County Sheriff's Office Civil Service Commission webpage, open Promotional Testing, locate recommended study materials for Lieutenant and open Covid Brief Clips 1 and 2.

** Please follow the pages down for further information**

Recommended book as chosen by the SO, chapters 15-16 are deleted



Penal Code

Chapter 8

- Sec. 8.01 Insanity
- Sec. 8.02 Mistake of Fact
- Sec. 8.03 Mistake of Law
- Sec. 8.04 Intoxication
- Sec. 8.05 Duress
- Sec. 8.06 Entrapment
- Sec. 8.07 Age Affecting Criminal Responsibility

Chapter 20

- Sec. 20.04 Aggravated Kidnapping (a), (b)

Chapter 21

- Sec. 21.11 Indecency with a child (a) (1-2) (A-B)

Chapter 22

- Sec. 22.02 Aggravated Assault (a) (1-2)

Chapter 25

- Sec. 25.071 Violation of Protection Order Preventing Offense Caused by Bias or Prejudice (Effective January 1, 2021) (a) (1-3)

Chapter 30

- Sec. 30.05 Criminal Trespass (a) (1) (2)

Chapter 31

- Sec. 31.03 Theft (e) (1-5)

Chapter 32


- Sec. 32.21 Forgery (a) (1) (A-C), (a) (2) (A-B)

CODE OF CRIMINAL PROCEDURE

- Art. 2.12 Who are Peace Officers
- Art. 2.132 Law Enforcement Policy on Racial Profiling
- Art. 5.04 Duties of Peace Officers (a), (a-1), (b), (c)
- Art. 14.03 Authority of Peace Officers (a) (1-5)
- Art. 18.07 Days Allowed for Warrant to Run (a) (1-3)
- Art. 49.18 Death in Custody (a), (b)

JAIL PROCEDURE MANUAL

NUMBER	TITLE
06.05	PREA REPORTING AND COORDINATED RESPONSE
13.04	PREA INCIDENT REVIEWS AND DATA COLLECTION

Jail Procedures Manual 	Effective: 06-26-2018	# 06.05
	Section: Inmate Rights and Privileges	Replaces or Modifies: 06.05 (04-14-2017)
	Title: PREA Reporting and Coordinated Response	
Approved By: Major James W. Hines Captain Jule G. Brownfield		

Purpose:

To ensure that all sexual abuse and sexual harassment allegations are responded to appropriately.

Definitions:

Sexual abuse by another inmate - includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse by a staff member, contractor, or volunteer includes -

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in (a) – (e) of this section.
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident.

Voyeurism - by a staff member, contractor, or volunteer means an invasion of privacy of an inmate by staff for reasons unrelated to official duties. Prohibited acts include the following (if unrelated to official duties):

1. Peering at an inmate who is using a toilet in his or her cell to perform bodily functions;
2. Requiring an inmate to expose his or her buttocks, genitals, or breasts; or
3. Taking, distributing or publishing images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Sexual harassment includes -

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Procedure:

1. Preventing incidents of Sexual Abuse and Sexual Harassment
 - A. Staff shall be required to:
 1. Support the Sheriff's Office zero tolerance policy.
 2. Be professional: abide by policies, procedures, and rules of conduct.
 3. Make it clear sexual behavior is not acceptable.
 4. Encourage inmates to be involved in programs.
 5. Be aware of "red flags."
 6. Observe their daily environment carefully.
 7. Take any allegation of sexual assault seriously.
 8. Follow our detailed classification system, separating potential victims from potential predators.
2. Detecting incidents of Sexual Abuse and Sexual Harassment
 - A. Staff shall look for warning signs and red flags in potential victims and potential predators as well as be aware of the common characteristics of inmate victims and inmate predators.
3. Reporting incidents that allegedly occurred within the Fort Bend County Jail
 - A. Staff members are required to immediately report any knowledge, suspicion, or information they receive regarding an incident of sexual abuse and sexual harassment, whether it occurred in the Fort Bend County Jail or another facility; any

act of retaliation against inmates or staff who reported such an incident; any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation. All reports shall be made to their supervisor through their chain of command to the Detention Bureau Chief PREA Coordinator, and PREA Compliance Manager.

- B. Staff members may privately report sexual abuse and sexual harassment of inmates by sending an anonymous letter to the Detention Bureau Commander.
 - C. Inmates may report an incident of sexual abuse and/or sexual harassment to any employee. The employee, who receives the report, whether verbally, in writing, anonymously, and from third parties shall accept the report and immediately forward it to a supervisor. Staff shall immediately document any verbal reports and forward this information to the appropriate authority, i.e. investigators, PREA Coordinator, and/or PREA Compliance Manager.
 - D. Inmates may privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. Inmates may make these private reports by notifying the Fort Bend County Women's Center at 281-342-HELP. Inmates housed solely for civil immigration purposes may notify relevant officials with the Department of Homeland Security at 1-800-869-4499.
 - E. Allegations of a sexual nature shall be treated with discretion and confidentiality and shared only with those who need to know in order to provide treatment, investigate and make security and management decisions.
3. Reporting incidents that allegedly occurred at other confinement facilities
- A. Upon receiving an allegation that an inmate was sexually abused while confined at another facility, the Detention Bureau Commander shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred, as soon as possible, but no later than 72 hours after receiving the allegation. In addition, an investigation shall be conducted on any allegation of sexual abuse received from other facilities/agencies.
 - B. The Detention Bureau Commander shall maintain documentation that it has provided such documentation.
4. Agency protection against retaliation
- A. Protection measures, such as housing changes or transfers for inmate victims or abusers, removal of alleged staff or inmate abusers from contact with victims, and emotional support services for inmates or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations may be utilized to ensure the safety of the inmate and staff.

- B. The PREA Coordinator shall monitor the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation. Items monitored by the PREA Coordinator shall include any inmate disciplinary reports, housing or program changes, or negative performance reviews or reassignments of staff. The PREA Coordinator shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
 - C. In the case of inmates, such monitoring shall also include periodic status checks.
 - D. If any other individual who cooperates with an investigation expresses a fear of retaliation, the PREA Coordinator shall take appropriate measures, including notifying the Chief Deputy, to protect that individual against retaliation.
 - E. The PREA Coordinator's obligation to monitor shall terminate if it is determined that the allegation is unfounded.
5. Post-allegation Protective Custody
- A. Any use of separation housing units to protect an inmate who is alleged to have suffered sexual abuse shall be subject to the Protective Custody Classification Procedure.
6. Coordinated Response
- A. Allegations of a sexual nature shall be treated with discretion and confidentiality and shared only with those who need to know in order to provide treatment, investigate and make security and management decisions.
 - B. Non-Security staff receiving the report:
 - 1. Separate the victim from the abuser;
 - 2. Instruct the victim to not wash, brush their teeth, change their clothes, urinate, defecate, smoke, drink or eat; and
 - 3. Immediately notify security staff.
 - C. Security staff receiving the report;
 - 1. Separate the victim from the abuser;
 - 2. Preserve and protect the crime scene until appropriate steps can be taken to collect any evidence;
 - 3. Instruct the victim to not wash, brush their teeth, change their clothes, urinate, defecate, smoke, drink or eat;
 - 4. Ensure that the alleged abuser does not brush their teeth, change their clothes, urinate, defecate, smoke, drink or eat; and
 - 5. Immediately notify a shift supervisor.

- D. Shift Supervisor receiving the report;
1. Ensure crime scene is secure.
 2. Conduct a preliminary interview of victim and obtain the following information, at minimum: summary of allegations, date and time of incident, suspects, and witnesses.
 3. Ensure the abuser is separated from the victim (do not move the victim unless they request to move, or it is reasonably necessary), and that KSEP's are placed on them.
 4. Write a summary memo.
 5. Forward all reports and statements to Shift Lieutenant.
- E. Shift Lieutenant receiving the report;
1. Collects all pertinent information.
 2. Reviews and approves incident reports.
 3. Ensures victim receives medical and mental health services.
 4. The victim will be transported to the closest jail medical station for stabilization and a wellness check.
 5. Immediately notify the PREA Coordinator and PREA Compliance Manager in cases of sexual abuse. Allegations of sexual harassment or voyeurism shall be forwarded to the PREA Coordinator and PREA Compliance Manager as soon as possible, but no later than 48 hours.
 6. Immediately notify the on-call Criminal Investigations Division in cases of sexual abuse.
 7. Determine who (Detention personnel or Patrol) will initiate the criminal offense report. If the initial offense report is initiated by Detention personnel, ensure the interviews are audio recorded.
 8. In cases where the alleged abuse occurred within 96 hours, a Detective and I.D. Technician will make location and will conduct the investigation.
- F. The PREA Coordinator and PREA Compliance manager shall;
1. Ensures the report is appropriately investigated, both administratively and/or criminally.
 2. Collect accurate, uniform data for every allegation of sexual abuse using the Survey of Sexual Violence (SSV-3) form created by the Department of Justice.
 3. Maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.
 4. This data shall be aggregated annually to assess and improve the effectiveness of sexual abuse prevention, detection, response policies, and training; including,
 - a. Identifying problem area
 - b. Taking corrective action on an ongoing basis; and,
 - c. Preparing an annual report of its findings from its data review and any corrective actions for each facility, as well as the agency as a whole.

5. The annual report shall include a comparison of the current year's data and corrective actions with those from prior years and provides an assessment of the agency's progress in addressing sexual abuse.
 6. All incident-based and aggregate data will be securely retained.
 7. Ensures that aggregated sexual abuse data from facilities under the Sheriff's Office Direct control and private facilities with which the Sheriff's Office contracts with, be made readily available to the public at least annually through the agency website.
 8. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed.
 - a. Any material redacted from the annual report, will be limited to specific materials where publication would present a clear and specific threat to the safety and security of the facility.
 - b. The nature of the material redacted will be indicated.
 9. All sexual abuse data collected shall be maintained for at least 10 years after the date of initial collection.
 10. Substantiated allegations of Sexual Abuse or Sexual Harassment of conduct that appear to be criminal shall be referred to the Criminal Investigations Division and/or Internal Affairs for criminal prosecution. These referrals will be documented and maintained by the PREA Compliance Manager.
 11. Following a criminal or administrative sexual abuse investigation, the PREA Coordinator will coordinate Critical Incident Reviews with Administration in order to discuss possible deficiencies that led up to the incident, as well as how this could be prevented in the future, unless the allegation is determined to be unfounded. These reviews are ordinarily conducted within 30 days of concluding the investigation.
 - a. The incident review team shall include upper-level management officials and allows for input from front line supervisors, investigators, and medical or mental health practitioners.
 - b. A report of its findings from sexual abuse incident reviews, including any recommendations for improvement, shall be submitted to the Sheriff and PREA Compliance Manager.
 - c. Recommendations for improvement shall be implemented or there should be documentation of the reasons for not doing so.
- G. The Medical and Mental Health staff responsibilities.
1. Maintain secondary materials (e.g., form, log) documenting the timeliness of emergency medical treatment and crisis intervention services that were provided; the appropriate response by non-health staff in the event health staff are not present at the time the incident is report; and the provision of appropriate and timely information and services concerning contraception and sexually transmitted infection prophylaxis.
 2. Inmate victims of sexual abuse while incarcerated are offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

3. Ensure inmate victims of sexual abuse receive timely, unimpeded access to emergency medical treatment and crisis intervention services.
 - a. The nature and scope of such services are determined by medical and mental health practitioners according to their professional judgment.
 4. Treatment and services are provided to every victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.
 5. Shall obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18.
- H. The Detective dispatched to the scene shall conduct the investigation; and,
1. Interview the victim to determine the basics of the incident (who, what, when, and where). Reporting options will be discussed with the victim at this time.
 2. If the victim chooses to report the sexual assault, a criminal Law Enforcement Incident Report shall be generated. The Detective will obtain a case number from Dispatch for the appropriate charge.
 3. Offer all victims of sexual abuse access to forensic medical examinations, without financial cost, and transport them to Ben Taub Hospital for the examination where evidentiary or medically appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible.
 - a. The victim has the right to have a SAFE exam without making a criminal offense report to a law enforcement agency (Article 56.065 of the Code of Criminal Procedure).
 - b. The victim has the right to have a SAFE exam and make a criminal offense report. Should the victim choose to file a criminal offense report, the victim shall be notified that they may choose a pseudonym instead of their name to be used in all public files concerning the offense (Article 57.02 of the Code of Criminal Procedure).
 4. Maintain and document chain of custody of all potential evidence.
 5. If the victim chooses to file a criminal report, the SANE Exam shall take place immediately on incidents which have allegedly occurred within 96 hours.
 6. Offer outside victim's assistance to the victim and notify outside victim advocate, from the Fort Bend County Women's Center, if requested by the inmate.
- I. The I.D. Technician dispatched to the scene will collect any usable physical evidence.
1. The I.D. Technician shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. The protocol shall be developmentally appropriate for youth where applicable, and, as appropriate, shall be adapted from or otherwise based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault

Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011.

- J. The Transport Officer will;
 - 1. Transport the inmate to Ben Taub Emergency Room whenever deemed necessary by the Detective.
 - 2. The Transport Officer shall take a clean inmate uniform for the inmate to change into at the conclusion of the SANE exam.
 - 3. After the exam, the victim will be housed in the least restrictive housing that will ensure his/her safety.

- K. The Fort Bend County Women's Center will;
 - 1. Inform inmates, prior to giving them access to outside support services, of the mandatory reporting rules governing privacy, confidentiality, and/or privilege that apply for disclosures of sexual abuse made to outside victim advocates, including any limits to confidentiality under relevant federal, state, or local law.
 - 2. Accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.

- L. The Jail Chaplain and Mental Health Staff shall be available to speak with the victim upon the victim's request.


- M. The alleged abuser (inmate) will be isolated pending further investigation. If the alleged abuser is an employee, the employee will be restricted from any contact with the victim until the victim is released from custody.

- N. All inmates found in violation of misconduct of a sexual nature will be placed under disciplinary review.

- O. Inmate Processing Unit Supervisors will be notified of all substantiated allegations of sexual misconduct and sexual abuse in order to monitor and review the abuser's and victim's classification every 30 days after the incident for a minimum of 90 days. The review shall look for signs indicating changes that may suggest possible retaliation by inmates or staff, and shall notify the PREA Coordinator of any such retaliation.

Change Log

Date	Section
04-14-2017	4.E.,
06-26-2018	6.D.3 (Added caveat in parenthesis)

	Effective: 01-13-2017	# 13.04
	Section: Administration and Support	Replaces or Modifies: New
	Title: PREA Incident Reviews and Data Collection	
	Approved By: Major Thomas E. Goodfellow <i>TAG</i> Captain Jule G. Brownfield <i>JGB</i>	

Purpose:

Establish guidelines for reviewing reported incidents of sexual abuse within the facility and to take such information to formulate and/or update policies and procedures when appropriate.

Procedure:

1. Incident Reviews

- A. The PREA Incident Review Board shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
- B. Such review shall ordinarily occur within 30 days of the conclusion of the investigation and will include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners.
- C. The PREA Incident Review Board shall:
 - 1. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
 - 2. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;

3. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
4. Assess the adequacy of staffing levels in that area during different shifts;
5. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
6. Prepare a report of its findings and any recommendations for improvement and submit such report to the Detention Bureau Commander and the PREA Coordinator.
7. The PREA Coordinator shall implement the recommendations for improvement, or shall document its reasons for not doing so.

2. Data collection

- A. The PREA Coordinator or Designee:
 1. Shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.
 2. The incident-based sexual abuse data shall be aggregated at least annually.
 3. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.
 4. Shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.
 5. Shall obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its inmates.
 6. Upon request, all such data from the previous calendar year shall be provided to the Department of Justice no later than June 30.

3. Data review for corrective action

- A. The PREA Coordinator or Designee shall review data collected and aggregated in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by:
 1. Identifying problem areas;
 2. Taking corrective action on an ongoing basis; and
 3. Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole.
- B. Such report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse.
- C. Once approved by the Sheriff, the report shall be published on the Fort Bend County website.

- D. Specific material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility, but must indicate the nature of the material redacted.
- E. Before making aggregated sexual abuse data publicly available, the agency shall remove all personal identifiers.
- F. The PREA Coordinator shall maintain sexual abuse data for at least 10 years after the date of the initial collection.
- G. All data will be securely retained.